

Friday, January 7, 2005

**RE: ADDENDUM I TO THE JANUARY 2, 2005 REQUEST FOR PROPOSALS FOR A STUDY AND ANALYSIS ON THE IMPACT OF MILITARY MEDICAL CENTERS IN SAN ANTONIO**

**ADDENDUM I**

**This Addendum is issued to notify all interested Respondents that:**

- a. **RFP Section II, Scope of Services, Paragraph 1 is deleted in its entirety and replaced with the following:**

The City, in partnership with Bexar County, City Public Service and the Greater San Antonio Chamber of Commerce, established the San Antonio Military Missions (SAMM) Task Force to prepare the community for the next round of BRAC in 2005. The City intends to contract with the Greater San Antonio Chamber of Commerce, as the administrative agent for the SAMM Task Force, to appoint the Executive Director of SAMM, as the project manager for completing the scope of services outlined below. *In addition, the City intends to establish a steering committee to ensure the City's objectives for this project are met. The Selected Respondent will be expected to meet with the steering committee monthly during the contract term.* The Selected Respondent will be expected to work through the SAMM Executive Director in conducting the required analysis and preparing a conceptual plan as follows:

- b. **RFP Section II, Scope of Services, Section 4.0 is revised to include the following Subsection 4.4:**

*"4.4. Provide up to six (6) presentations, as needed."*

- c. **RFP Section IV, Term of Contract, is deleted in its entirety and replaced with the following language:**

*"The proposed contract term will commence upon the effective date of City Council approval of the ordinance recommending the selected Respondent. A final draft of the required conceptual plan will be due not later than May 13, 2005 and it is expected that the Scope of Services be fully completed by June 15, 2005 which will be expiration date of the contract."*

- b. **RFP Section V, Proposal Requirements, Item A, Project Understanding/Proposed Timeline is deleted in its entirety and replaced with the following language:**

"PROJECT UNDERSTANDING / PROPOSED TIMELINE: The proposal shall include a detailed statement of how Respondent proposes to accomplish the Scope of Services *within the schedule outlined in Section IV, Term of Contract. The detailed statement should include a list of tasks to be performed and a proposed calendar/timeline for accomplishing stated tasks and completion of the project.* Identify any unique problems perceived by Respondent and their proposed solutions. *Identify other projects the Respondent will be working on during the performance of the project.*"

- c. **RFP Section IX, Evaluation Criteria, Item A is deleted in its entirety and replaced with the following language:**

“Project Understanding / Proposed Timeline (15%)

1. Understanding and acceptance of the Scope of Services.
2. Proposed methods and ability to accomplish Scope of Services.
3. Proposed timeline for development and completion of the project.
4. *Ability to complete project within the anticipated term of the contract.”*

**This Addendum is also issued to provide information to all interested Respondents regarding:**

**QUESTIONS RECEIVED THROUGH JANUARY 6, 2005, BY FAX/E-MAIL UNDER THE TERMS OF RFP SECTION VIII, RESTRICTIONS ON COMMUNICATION**

1. **Will the City impute (i.e., accept as substitute) the relevant experience and capabilities of respondent’s staff in place of corporate/company “relevant experience as it relates to the Scope of Services contemplated by this RFP?**

**Answer:** No. The City will evaluate the relevant experience and capabilities of the individual Respondent staff members/sub-contractors (Project Team) according to the RFP Section IX, Subsection C. However, the City will evaluate the experience and capability of the Respondent’s “principal” according to the RFP Section IX, Subsection B.

**As a reminder, the deadline for final questions (other than those related to SBEDA issues) is 3:00 p.m., Monday, January 17, 2005. Proposals are due on Monday, January 31, 2005 at 3:00 p.m.** The Economic Development Department appreciates the time and interest that you have shown in participating in this contracting opportunity with the City of San Antonio.

Ed Davis  
Economic Development Manager  
Economic Development Department